



employer advisor

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IMPROVED New Hire Registry Web Site: Simple, Accurate and Fast

Our New Hire Registry office is pleased to announce a sweeping update and the improvement of the New Hire Registry web site. Our goal is to make reporting new hires simple, accurate, and fast so you can continue to focus on your business. By going to <https://app.jobs.utah.gov/ui/Employer/Login.aspx> employers can login using an email address and password. Once in the system, employers can enter new hire reports for multiple accounts as well as review new hire reports submitted over the past 90 days. Reporting options include either ASCII fixed field length or Excel spreadsheet formats. By submitting new hire reports electronically, employers can save mailing expense and time. For more information on this program, please contact Ying Huynh at 801-526-4397 or Thomas Petersen at 801-526-9599.



Pre-Layoff Assistance

Even during robust economic times, layoffs, downsizing and restructuring continue to occur as businesses adjust to an ever-changing workforce. We provide assistance to both employers and workers.

Providing pre-layoff services to your workers during layoffs or plant closings will result in multiple benefits to both you and your employees. The sooner workers return to new employment, the less impact it has on your unemployment contributions. The better understanding workers have of the types of services offered, and how to access those services, the smoother their transition will be, benefiting both you and your workers.

The decision to layoff workers is never an easy one. However, as layoffs do occur, why not let our trained professionals assist you during this difficult time. Our pre-layoff seminars are best deliv-

ered on-site prior to the actual layoff. They can be designed around your productivity needs. They provide workers with information on:

- Filing for Unemployment Insurance
- How to effectively use jobs.utah.gov
- How to effectively search for jobs
- Labor market information
- COBRA and other state health insurance options
- Protecting their 401(k)

Under certain conditions, the Worker Adjustment and Retraining Notification Act (WARN) requires employers to give workers 60-days notice before a closure or mass layoff. For more information about WARN or the pre-layoff services, visit <http://jobs.utah.gov/employer/business/prelayoff.asp>, or contact Dawn Lay, State Dislocated Worker Unit, at dlay@utah.gov or (801) 526-4312.

Did YOU know...

Laid-off employees may be eligible for unemployment insurance?



It is always difficult for an employer to lay people off work. Your laid-off employees may be eligible for unemployment benefits if they are unemployed through no fault of their own, are able to work full-time and are available for and actively seeking full-time work.

At jobs.utah.gov, your former employees can file an unemployment claim, register for work and find another job—all on the web site. Your benefit costs are reduced, which impacts your future contribution rates, when an employee returns to the workforce within a short period of time after filing for unemployment benefits.

When it is necessary to reduce your workforce, let your employees know they can expedite their claims for unemployment benefits by filing on the web at jobs.utah.gov. When your former employee files online for unemployment benefits, claims are processed more efficiently and employer notices are expedited. Additionally, you can complete the employer forms and submit your information online, which saves you both time and mailing costs.

Employees will appreciate your concern and interest in their well-being and their future.